CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>PW624</u>
Classification Specification: <u>ENGINEER IV/SUPERVISOR</u>
Salary Range: <u>NR48 – Management Benefit Level C</u>
Position Description: Engineer IV/Supervisor
Incumbent:
Location: Public Works - Operations Division

GENERAL PURPOSE:

Under the direction of the Public Works Operations Manager, the incumbent is responsible for performing engineering duties and supervising all engineering related projects in the Public Works Operations Division to ensure they meet construction and maintenance regulations, standards, and specifications.

Work is characterized by supervisory, and administrative functions in the performance of advanced-level, professional engineering duties and responsibilities related to providing engineering support and expertise for the Public Works Operations Division. Duties include, but are not limited to, preparing engineering plans/specifications for utility improvements, Request For Proposals (RFPs), and Request For Qualifications (RFQs); reviewing both private and City construction plans and specifications; overseeing the division's engineering projects; serving as Project Manager to consultants and/or contractors; performing construction inspection as necessary; providing engineering and technical expertise; overseeing the automated computer systems as assigned; performing supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws; preparing annual work plans for assigned staff; perform expenditure tracking for the subsection budget; communicating with internal and external customers; representing the City at assigned regional committees; and maintaining a variety of engineering records. The incumbent may come in contact with irate or hostile individuals, requiring the exercise of tact, patience, courtesy and judgment.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and the supervisor work together to develop deadlines, projects, and determine work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed only in terms of feasibility, compatibility with other work, or effectiveness of results.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and participate in the review of complex civil engineering designs, plans, specifications, and cost estimates; coordinate and review the work of consultants for projects.

Train, supervise, and evaluate the performance of assigned staff; coordinate, plan, assign, and review work; interview and hire employees; appraise performance; reward and discipline employees; address complaints; resolve problems; approve/schedule sick leave and vacation time; and recommend terminations as appropriate.

Provide a liaison function between the Engineering and Operations Divisions; attend joint senior level management meetings including the Public Works Leadership Team, Operations Leadership Team, Process Improvement Team, and Engineering Project meetings.

Supervise and oversee engineering projects as assigned; perform quality control; monitor project budget and expenditures; process consultant/contractor payments; write project change orders; consult with respective superintendents to establish project punch lists as required for project completion; recommend project completion and acceptance by the City.

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, interviewing; making recommendation to hire and train employees; planning, assigning, and evaluating employees' work; appraising performance; recommending promotion and discipline; coordinating and authorizing leave and hours worked; addressing complaints; and resolving problems, conflict, and/or complaints.

As it relates to Public Works Operations, serve as the City's Project Manager with consultants contracted to perform engineering projects as assigned. Perform research and provide engineering data, calculation, and information to consultants; answer consultants' questions; take consultants on onsite visits; work with management and consultants to prioritize and implement project corrective measures; communicate priorities with consultants; develop and manage consultant contracts for professional and technical services; and participate in the consultant selection.

Analyze and review engineering project requirements, physical location, and other pertinent data to prepare scope of work, Engineer's cost estimates, RFPs, RFQs, etc.

Perform technical review of engineering project plans and specifications for the construction of Public Works facilities and private improvements submitted to the City as part of the development process. Recommend changes, comments, or corrections as it relates to the needs and interests of the Operations Division in terms of maintenance support of the proposed facilities or improvements and in terms of compliance with City of Kent Construction Standards. Submit such comments and recommendations to the Engineering Division for review and

enforcement.

Visit construction sites to inspect work progress and compliance with approved plans and specifications.

Prepare/review project plans and specifications; assure that project documents are in compliance with a variety of city, state, and federal laws, codes, ordinances, and regulations governing the projects.

Provide engineering and technical expertise to City staff and the public; provide storm/water/utilities/pavement engineering expertise to City design projects as requested.

Prepare detailed engineering, pre-design, and final design reports.

Maintain related data and records and prepare comprehensive plans and reports, such as the water comprehensive plan, conforming to related federal, state, and city regulations as assigned.

Communicate in person, in writing, and on the telephone with City departments and personnel, consultants, developers, contractors, other agencies, property owners, and the public to exchange information, resolve concerns, issues, and complaints as necessary; and provide technical information related to codes, ordinances, regulations, policies, and projects.

Serve as the City and section representative at various technical committees, study groups, and taskforces; attend a variety of meetings; develop and deliver oral presentations; and represent the City of Kent at meetings as assigned.

Provide research, information, and assistance to the Operations Manager in the development and management of the Division's Capital Improvement Project budget.

Provide engineering and technical support and assistance to all of the sections within the Operations Division.

Monitor purchasing, procurement, and usage of funds as it relates to the budget for the subsection's activities.

Maintain various files and records related to project status and computations; prepare project descriptions and progress reports as requested.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and city.

Maintain a leadership role in the department's long term strategic planning activities.

Attend meetings such as staff, Engineering, City departments, contractors, preconstruction, etc.; attend walkthroughs on projects, pre-construction, etc. as needed. Attend training, conferences, and seminars as appropriate to maintain current knowledge of technological advancements in the field.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, methods, and standards of Civil Engineering including the design and construction of Public Works projects
- Applicable laws, regulations, ordinances, codes, construction standards, policies, and procedures
- City of Kent Construction Standards; Washington State Department of Transportation Hydraulics Manual; Washington State Department of Transportation Runoff Manual; Washington State Department of Health planning and design handbooks; Washington State Department of Transportation Standard Specifications; Kent City Code; City of Kent Policy Manual
- Advanced mathematics including calculus, trigonometry, geometry, and algebra
- Hydraulics, stream flow, and precipitation measurements
- Technical aspects of field of specialty
- Surveying principles and techniques; sampling techniques and laboratory analysis; engineering research, analysis, and problem solving methods
- Preparation of construction drawings and specifications
- Computer Sewer and Water software models and the process of updating and maintaining data files
- Complex computer software systems such as Pavement Management System, Global Position System, and Geographic Information System
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet, CADD, and technical engineering programs
- Correct English grammar, spelling, punctuation, and vocabulary
- Effective oral and written communications skills
- Principles and practices of supervision and training

SKILLED IN:

- Overseeing Public Works projects in accordance with budget limitations and established standards
- Preparing project plans, specifications, RFPs, and RFQs
- Making extensive engineering mathematical computations accurately
- Using interpersonal skills effectively in a tactful, patient, and courteous manner
- Using effective oral and written communications
- Training, supervising, and motivating staff
- Preparing and delivering oral presentations
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries
- Maintaining records and preparing reports

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ABILITY TO:

• Analyze, prepare, and review technical engineering plans, drawing, bid specifications, and estimates

- Serve as Project Manager on Operations Division projects to City consultants and contractors
- Define problems; collect, analyze, and organize data; establish facts; and draw valid conclusions
- Oversee engineering projects and assist in resolving conflicts with other departments, agencies, and organizations
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationship with others
- Train, supervise, schedule, assign, motivate, and evaluate assigned personnel
- Work independently with limited supervision
- Plan and organize work to meet schedules and timelines
- Maintain records and accurately prepare reports, business correspondence, and procedure manuals
- Effectively present information and respond to questions from groups of managers, contractors, developers, engineers, and the general public
- Communicate effectively both orally and in writing
- Use learned knowledge and common sense to interpret, apply, and explain extensive technical instructions and information furnished in oral, written, mathematical, or diagram form
- Communicate complex, technical information in a simplified manner in such a way that non-technical persons would understand
- Monitor and maintain the subsection's annual budget
- Make extensive mathematical and engineering computations accurately
- Read, review, understand, and interpret engineering plans, drawings, and specifications
- Prepare clear and concise project plans

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelors Degree in Civil Engineering or related field; and

Experience: Eight (8) years of professional and increasingly responsible experience in Water, Sewer/Storm, or Utilities Engineering or a related field.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- State of Washington Professional Engineer (Civil) license required
- Valid Washington State Driver's License, or the ability to obtain within thirty (30) days of employment
- Valid First Aid/CPR Card
- New hires must successfully pass the City's pre-employment driver's records check and successfully complete the City's Defensive Driving Course; and all employees must maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software such as computer-aided drafting, word processing, and spreadsheet programs, engineering/drafting/surveying equipment, blueprint machine, printing and lettering machines, telephone, fax machine, copier, calculator, and projector.

In addition, the incumbent may be required to operate a City vehicle to travel from site to site for site inspections.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is usually performed in an indoor office environment, subject to driving to offsite locations to review/inspect progress of assigned projects or to investigate complaints. While performing the duties of this job, the employee may occasionally be exposed to outdoor weather conditions, noxious odors, uneven terrain, different heights and depths of surfaces, vehicle traffic, and individuals who are irate or hostile. The noise level in the work environment is usually moderate in the office and loud to very loud in the field.

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SIGNATURES:

Incumbent's Signature

Date

Approval:

Department Director/Designee

Date

Employee Services Director/Designee Date

** Note: This document will be reviewed and updated annually at the time of the

employee's performance appraisal; when this position becomes vacant;

or, if the duties of this position are changed significantly.

Revised: 10/16/02; 3/27/08